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From: Nassif, Julianne (DPH)
Sent: Thursday, February 02, 2012 10:51 AM
To: Fuller-Jones, Sydney (DPH)
Subject: RE: Room Reservations For Drug Lab Meetings

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From: Fuller-Jones, Sydney (DPH)
Sent: Thursday, February 02, 2012 10:43 AM
To: Nassif, Julianne (DPH)
Subject: RE: Room Reservations For Drug Lab Meetings

Good Morning Julie,

How are you?

That is exactly what I did, I scheduled them all for the last week of the month. I am going to send them out to everyone in the Drug Lab.

Thank you,

Sydney

From: Nassif, Julianne (DPH)
Sent: Thursday, February 02, 2012 10:11 AM
To: Fuller-Jones, Sydney (DPH)
Subject: RE: Room Reservations For Drug Lab Meetings

I would like them scheduled the last week of the month.

From: Fuller-Jones, Sydney (DPH)
Sent: Thursday, February 02, 2012 8:06 AM
To: Nassif, Julianne (DPH)
Subject: FW: Room Reservations For Drug Lab Meetings

Good Morning Julie,

The meetings for the Drug Lab have been confirmed on the Visual Time Scheduler. I see that Peter Piro is asking for the meetings to be held on the second Thursday of the month. Please advise.

Thank you,

Sydney

From: Mann, Jennifer (DPH)
Sent: Wednesday, February 01, 2012 3:14 PM
To: Fuller-Jones, Sydney (DPH)
Subject: RE: Room Reservations For Drug Lab Meetings

Hi Sydney,

I put the five meetings listed below on the schedule in Visual time.

Jennifer

Jennifer Yeaple Mann, MSLIS
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State Laboratory Institute Medical Library
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Jamaica Plain, MA 02130
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jennifer.mann@state.ma.us

From: Fuller-Jones, Sydney (DPH)
Sent: Wednesday, February 01, 2012 1:28 PM
To: Mann, Jennifer (DPH)
Subject: Room Reservations For Drug Lab Meetings

Hello Jennifer,

Hope all is well.

I am writing to request room reservations for Room 123, for the following Wednesdays:

February 29th, 11am – 12pm
March 28th, 11am – 12pm
April 25th, 11am – 12pm
May 30th, 11am – 12pm
June 27th, 11am -12pm

Please let me know when and if these are confirmed.

Thank you,

Sydney